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DIRECTORATE FOR SCIENCE AND TECHNOLOGY

RECORDS AND CORRESPONDENCE
DDS&T INSTRUCTION 70-3

DDS&T RECORDS MANAGEMENT PROGRAM

REFERENCE: Memo from DDS&T to Office Directors, dtd. 30 Dec. 1968,
DDS&T-4843-68, Subject: Records Management Program

I. Purpose

This instruction prescribes responsibilities for a coordinated Records Management Program within the Directorate for Science and Technology.

II. Scope

The Program is established in accordance with and applies to all documents originated in or received by components of the DDS&T.

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III. Responsibilities

A. Office Directors are responsible for the Program within their respective Offices and shall:

1. Appoint an Office Records Management Officer to administer the Program for their Offices.

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2. Ensure that personnel under their jurisdiction are familiar with the Directorate records management policies and procedures.

B. The DDS&T Records Management Officer is responsible for the Directorate Records Management Program and shall:

1. Develop records management policy and procedures consistent with

2. Serve as DDS&T representative on the CIA Records Management Board.

3. Represent the Directorate on records matters involving the CIA Records Administration Officer and Records Officers of the other Directorates.

4. Develop and manage the Directorate's Vital Records Program.

5. Be responsible for reviewing and coordinating:

- a. Office Records Control Schedules.
- b. Requests for supplies and equipment pertaining to the Records Management Program.
- c. Vital Records Schedules.
- d. Requests for new Directorate forms.

6. Provide guidance and assistance to Office Records Management Officers.

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C. The Office Records Management Officers are responsible for the Records Management Programs within their respective Offices and shall:

1. Develop internal Office systems and procedures for records management consistent with the Directorate Program.
2. Prepare Office Records Control Schedules.
3. Develop an Office Vital Records Program and Schedule.

IV. Procedures

Standard practices and procedures pertaining to the DDS&T Records Management Program will be issued in notices and manuals, as appropriate.

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for Carl E. Duckett
Deputy Director
for
Science and Technology

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